



City of Austin - JOB DESCRIPTION



Austin Water Utility Business Strategy Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	19290	Salary Grade:	WF7
Approved:	October 24, 1997	Last Revised:	April 08, 2012

Purpose:

Under general direction, this position provides management of contracts with customer cities and other utility systems contracting for wholesale treated water and raw and reuses water and wastewater services provided by the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manages and coordinates activities for wholesale water and wastewater services operations with customer cities, other utilities, other entities, and special interest parties to ensure effective communication, continued high standard of service and effective professional relationships.
2. Initiates and completes negotiations with other utilities and special interest parties to modify existing or create new wholesale Water & Wastewater Utility contracts. Process includes obtaining all required Boards and Commission reviews and approvals, and presentation of the completed documented agreement for Council consideration and action.
3. Increases wholesale and major industrial customer satisfaction with Water & Wastewater Utility services and responses through the development of information processes. Includes activities such as large group meetings, distribution of written information bulletins/documents, individual meetings with the various utility systems Boards of Directors and industrial customers staffs, and personal calls, meetings, and correspondence to resolve specific issues.
4. Provides information in the form of testimony, affidavits, dispositions, and expert witness testimony to the internal and external counsel in litigation matters involving wholesale contracts, the provision of utility service and other water and wastewater issues.
5. Provides information and testimony as well as review and editing activities for legislative sessions in regards to new legislation or modification of existing legislation which impacts Austin's relationship with its wholesale customers.
6. Assists the Planning Department with annexation activities involving municipal utility districts and their ultimate incorporation and transition into the City after annexation has taken effect.
7. Initiates and completes all steps in the purchase process of privately owned water and wastewater utility systems or portions of those systems including determining their value to the City, obtaining an engineering appraisal, negotiating the purchase agreement, and obtaining all Board and Commission and City Council approvals.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of water utility operations for municipalities including related local, States, and Federal regulatory requirements.

Knowledge of contract administration including basic contract legal terms and requirements.

Knowledge of technical terminology and procedures related to water and wastewater service, operations and maintenance requirements, and treatment requirements.

Knowledge of principles of water and wastewater rate design and Cost of Service methodology.

Knowledge of water conservation principles, activities, and options for acceptance and effectiveness.

Knowledge of Texas Local Government Code and Texas Water Code.

Knowledge of supervisory and managerial techniques and methods.

Knowledge of safety practices and procedures.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to develop financial analyses on customer options and impacts on Utility Financial position

Ability to make presentations and speeches to large groups, gatherings, and meetings.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in Business Administration, Engineering, Public Administration or a closely related field with five (5) years of related experience, including two (2) years in a supervisory capacity.

A related Master's degree may substitute for two (2) years of the required work experience.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.